

DATE

TRANSMITTAL SLIP**TO:**

OL/IMSS

ROOM NO.**BUILDING****REMARKS:**

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FROM:**ROOM NO.****BUILDING****EXTENSION****FORM NO.**
1 FEB 55 241**REPLACES FORM 36-8**
WHICH MAY BE USED.

(47)

SECRET

12 MAR 1984

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Key Accomplishments and Performance Highlights

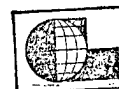
1. In response to your recent request, attached is a summary list of key accomplishments, performance highlights, and significant support activities for the Office of Logistics during the last year. The list is divided into six categories: Engineering Support, Supply Operations, Procurement, Printing and Photography Support, Other Logistical Support (includes information on personal property claims), and New Building Planning.

2. If you require more detailed information on any of the above-listed categories please contact the Information and Management Support Staff, OL, on extension

/s/ Daniel C. King
Daniel C. King

Attachment

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from attachment.



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KEY ACCOMPLISHMENTS AND PERFORMANCE HIGHLIGHTS 1983

I. Engineering Support

25X1 A.

B.

C.

D.

E. Completed design and awarded installation/construction contracts for building-wide Secure Voice Telephone Systems in Chamber of Commerce and 2430 E Street.

25X1 F.

25X1 G. Implemented the FY 1983 [redacted] Utilities Reliability Capital Improvement Program at Headquarters Building.

H. Started construction on Northside Utilities Distribution Project at Headquarters.

I. Completed construction of the new SAFE Phase II computer center and UPS area, meeting Project SAFE requirements.

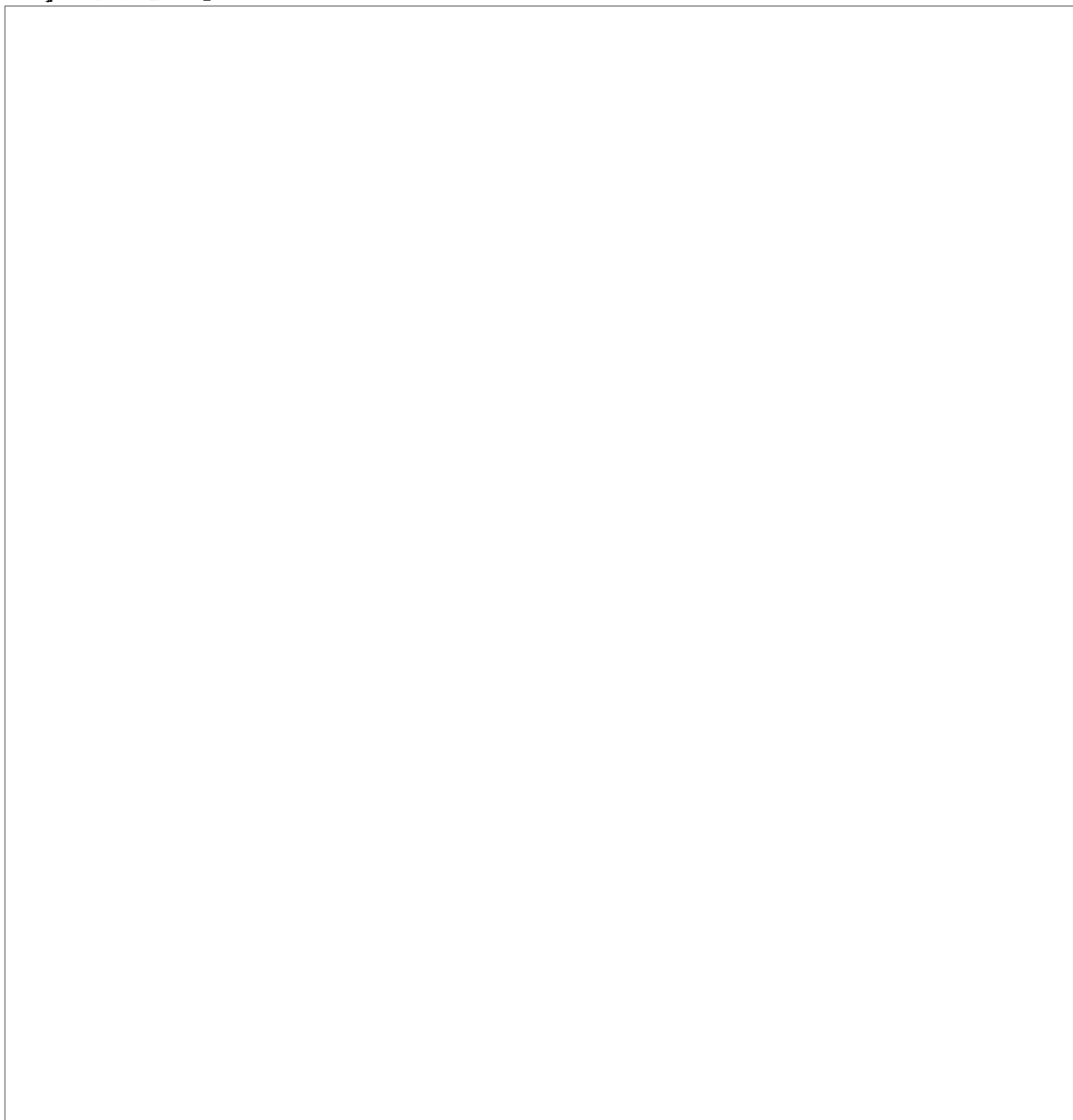
25X1 [redacted] 25X1
- Plans finalized and construction began (in coordination with [redacted])

25X1 - [redacted]

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- Will accommodate 80-100 trainees
- Full range of training.

II. Supply Operations



III. Procurement

- A. Major procurement of IBM hardware associated with the SAFE-CAMS and Center programs:
 - Significant in that it was a breakthrough in requiring IBM to accept an Alternate Payment Plan.
 - Resulted in savings of circa four million dollars.

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25X1

B. Procurement of over [redacted] dollars of Wang equipment in support of CRAFT and other Headquarters requirements.

C. Consolidation of Office of Personnel and the Career Training Task Force recruitment advertising requirements into one master contract.

D. Procurement for the OC Recapitalization Program and increases in OTS production contracts represented major increases in the procurement workload.

25X1

E.

F.

IV. Printing and Photography Support

A. Increased production requirements for 1983.

- 33 percent increase in National Intelligence Estimate (NIE) production
- 29 percent increase in requirements for P&PD Design and Presentation Center color-slide production.
- 21 percent increase in requirements for other forms of color photography
- 60 percent increase in printing to support [redacted] activities. Projects include: [redacted]

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B.

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C. OL continued to provide printing of the Intelligence Community's Congressional Budget Justification Books (CBJBs).

- This year's volumes and annexes totaled 3,200 pages.
- A total of 1,700 volumes were produced.

V. Other Logistical Support

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C. Major moves accomplished in FY 1983:

- The Office of Data Processing to the Credit Union Building.

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- Office of Equal Employment Opportunity to Ames Building.

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- Commercial Systems and Audit Division (OF) to Building.

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- Audit and Certification Division, OF, to Building

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- Career Training Group to Chamber of Commerce Building.

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[REDACTED]

25X1

- Office of General Council, Security, Personnel, and Medical Services to [REDACTED]

25X1

D. Services initiated for the Credit Union Building,

[REDACTED]

- Established self-service supply rooms.
- Set up classified trash storage areas and pick-up schedules.
- Developed and implemented shuttle service and mail and courier runs.

E. Quality of Life

- The exercise room, locker rooms, and running track have been painted, and mirrors have been installed in the exercise room.
- Three hundred new lockers installed in exercise room.
- Executive Dining Room survey completed.
- New carpet to be installed in elevators in the spring.
- Ground floor renovations--addition of dropped ceiling, painting of walls, wooden baseboard guardrails, cleaning of floors, and removal of furniture and trash from corridors.
- Efforts underway to repair and renovate rest rooms in Headquarters Building.
- Memorandum of Understanding for takeover of M&O for Headquarters Building by January 1985.
- New organization will be created to serve as focal point for all maintenance, operations, and custodial services at Headquarters.

F. Contractor Security Briefings

- Security awareness briefing sponsored by OL.


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G. Headquarters Claims Review Board (HCRB)

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- Personal property claims received in 1983: 

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- Combined dollar settlement for 1983: 

- Policy changes in 1983:

Increased Chairperson's authority from \$1,000 to \$2,000.

Chairperson and two Board members from \$5,000 to \$10,000.

DDA has final action on claims over \$10,000 (increased from \$5,000) (plus consent of Chairperson and all Board members).

Increased category limit on POVs used on official business from \$300 to \$1,000.

Increased cash limit for liquidity purposes while on TDY from \$200 to \$300.

Increased category limit on rugs from \$1,500 per rug/\$3,000 per claim to \$1,500 per run/\$4,500 per claim.

H. Logistics Integrated Management System (LIMS)

- Develop a computer-based system that will improve OL's capability to respond to customers' needs for materiel and services.

Requirements for system developed in house and later expanded to include those OF functions that relate to payment of invoices resulting from procurement activities.

CTEC--a quality assurance firm placed under contract to ensure integrity of project.

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Booz-Allen and Hamilton selected as development contractor in May 1983.

Preliminary design of project completed in February 1984.

LIMS divided into 13 work packages to be delivered at a rate of two per year beginning in CY 1985.

First work package (Electronic Requisitioning) will become operational in February 1985.

Upon completion LIMS will provide a relatively paper-free method for customers to order materiel and services. Customers will be able to monitor status of their requests throughout all phases of the acquisition process. The Delta Data terminal will be the mechanism used to interface with LIMS.

Once LIMS becomes fully operational it will be expanded to accommodate direct access from overseas activities.

VI. New Building Planning

- A. Block planning of space in the new building has begun.
- B. The national Capital Planning Commission has granted final approval to the first of the three New Building construction bid packages.
- C. Construction Bid Package No. 1 has been released to potential bidders.
- D. Bids have been received for the prepurchase of long-lead items (pumps and chillers) for the Powerhouse renovation.

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NOTE FOR:

SUBJECT: "Just Plain English" Seminars

REFERENCE: Multi-adse memo dtd 29 Feb 84, Same Subject

The following IMSS personnel are interested in attending
the "Just Plain English" seminars:

Session 1

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- would prefer Session 2 if space permits
- GS-14

Session 2

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cannot attend on 20 March (Session 1))
- would like to attend both sessions

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